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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 8621.1B**  
Effective Date: May 23, 2006  
Expiration Date: May 23,  
2011[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

## **Subject: NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping**

**Responsible Office: Office of Safety and Mission Assurance**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [ALL](#) |

## **Preface**

### **P.1 Purpose**

a. The purpose of this NASA Procedural Requirements (NPR) is to provide requirements to report, investigate, and document mishaps, close calls, and previously unidentified serious workplace hazards to prevent recurrence of similar accidents. This NPR does not apply to investigative procedures concerning civil, criminal, or administrative culpability or legal liability. Furthermore, the safety investigation outlined in this NPR shall not be used to direct or justify disciplinary action for mishaps or close calls (Requirement 30984).

b. This NPR provides requirements that specify how to respond to any mishap or close call from discovery through corrective action and closure. It contains requirements for classifying mishaps, establishing investigation authorities, and performing investigations. It formalizes notification, analysis, and reporting obligations; describes roles and responsibilities; provides instruction on release of information to the public; and specifies the relationship and interaction with the Occupational Safety and Health Administration (OSHA), the National Transportation Safety Board (NTSB), and other government agencies.

### **P.2 Applicability**

a. This NPR is applicable to NASA Headquarters and Centers, including Component Facilities; the Jet Propulsion Laboratory, and other NASA contractors and grantees as specified in their contracts or grants; and to other organizations (i.e., commercial partners, other Federal agencies, international parties, and tenants on Centers) as specified and described in written operating agreements. This NPR is applicable to mishaps and close calls for NASA-funded activities at any government, contractor, subcontractor, or grantee site.

b. The concept of word usage and intended meaning is as follows: "Shall" has been used only when application of a procedure is a mandatory requirement. "Should" has been used only when application of a procedure is recommended.

### **P.3 Authority**

a. 29 CFR Part 1904, Recording and Reporting Occupational Injuries and Illnesses (U.S. Department of Labor, Occupational Safety and Health Administration).

b. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

c. 49 CFR Part 830, Notification and Reporting of Aircraft Accident or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records.

d. 42 U.S.C. 2473 (c)(1), Section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.

- e. 29 U.S.C. 668, Section 19 of the Occupational Safety and Health Act of 1970, as amended.
- f. Inspector General Act of 1978, as amended, 5 U.S.C. App. 3.
- g. NPD 8700.1, NASA Policy for Safety and Mission Success.

## P.4 References

- a. NPD 9800.1, NASA Office of Inspector General Programs.
- b. NPR 1441.1, NASA Records Retention Schedules (Schedule 1).
- c. NPR 1600.1, NASA Security Program Procedural Requirements.
- d. NPR 7120.5, NASA Program and Project Management Processes and Requirements.
- e. NPR 3792.1, Plan for a Drug-Free Workplace.
- f. NASA Federal Acquisition Regulation (FAR) Supplement (NFS) Part 1807, Acquisition Planning.
- g. NFS Part 1852.223-70, Safety and Health.
- h. Publication L. 109-155, Sec. 821, NASA Authorization Act of 2005; Human Space Flight Independent Investigation Commission.
- i. Incident Reporting Information System (IRIS).
- j. NASA Lessons Learned Information System (LLIS) (<http://llis.gsfc.nasa.gov/>).

## P.5 Cancellation

NPR 8621.1, dated June 2, 2000.

/s/

Bryan O'Connor  
Chief, Safety and Mission Assurance

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